

Market Range Detail - Chief Deputy - Recorder

Effective Date

July 3, 2006

Market Range Title Description

Under the direction of the elected Recorder, this position functions as the assistant head of the Recorder's Office and is the highest level of department management under the elected official. Together with the Recorder, the Chief Deputy is responsible for the overall direction and management of department administration and operations. The Chief Deputy is responsible for planning, directing, implementing, and achieving department strategic goals and objectives related to the department's mission of maintaining a perpetual, comprehensive set of public records consisting of all documents appropriately presented for recording for the public so that any member of the public can readily access the information to conduct their personal and business activities with the assurance that, where appropriate, privacy will be protected and that their transactions are executed in accordance with the law. Additional responsibilities include: overseeing all related programs and services; planning and directing the implementation of County-wide policies and programs; acting on behalf of the Recorder and in the Recorder's absence; representing the Recorder in high-level County meetings, meetings with the public, legal proceedings, meetings with employees, legislators, and the media; planning and allocating resources to meet statutory mandates to best achieve optimal functionality and efficiency; analyzing the impact of existing and proposed legislation and providing recommendations; analyzing and directing complex studies and projects to achieve increased efficiency; leading and directing projects related to organizational changes, system integration, and process changes; working with the Board of Supervisors, County Manager, and other County management; managing subordinate managerial and/or supervisory staff; assisting the Recorder in directing the preparation and approval of the department's budget and overseeing all department personnel actions and issues; working closely with local jurisdictions, the legislature, and community organizations. The Chief Deputy reports to the elected Recorder.

Market Range

Minimum Hourly Rate

\$43.32

Midpoint / Hiring Maximum

\$55.91

Maximum Hourly Rate

\$68.49

Likely Minimum Qualifications

- Bachelor's degree in Public Administration, Business Administration or related field
- Minimum of 10 years of related professional experience including 5 years of supervisory and/or management experience
- Master's degree in Public Administration is preferred
- Other combinations of education and experience may be considered in substitution for the minimum qualifications

Working Titles

- Recorder Chief Deputy

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.